

CITY OF BURBANK

PRINCIPAL UTILITY ACCOUNTING ANALYST

DEFINITION

Under minimal direction, to direct, oversee, plan, and participate in professional and complex utility accounting, financial reporting and budgeting functions; prepare advanced and complex financial and budgetary reports, analysis, and footnotes; and perform related work as required.

ESSENTIAL FUNCTIONS

Directs, plans, and performs utility accounting, financial reporting and budgeting functions; oversees and performs utility fixed asset and inventory accounting functions; reviews and prepares critical portions of the annual budget and annual report; assists auditors with annual and special audits, including preparing responses to auditors questions and findings; prepares complex financial and budgetary reports, analysis, analytics, work papers, and footnotes; provides complex accounting services, including the interpretation, guidance on, and application of advanced accounting theory, practices and principles on complex issues and utility financial matters; designs, develops, implements, and monitors utility accounting policies, procedures, and internal controls; performs and reviews analysis and analytics related to studies and planning for utility cost allocations, utility overhead rates, and utility rate making and design; reviews, reports on, and recommends changes to, cost allocations to and from utility managed funds; ensures compliance with financial contractual obligations and agreements; monitors and manages utility receivables agings and reserves for uncollectables; monitors and manages utility projects and work order aging to ensure timely close-out, billing, and capitalization; provides ad-hoc reporting and guidance on utility accounting, budgeting, and reporting policies, procedures, and practices; provides expert testimony as needed by the City Attorneys Office; assists in long and short term utility revenue, expense, capital, and cash forecasting; assists in risk management, power supply accounting and analysis; prepares reports and presentations; reviews the work of accounting and finance staff; provides leadership to, supervises, trains, develops, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary actions as needed, up to and including termination; performs special projects and other utility accounting and financial functions; acts in the absence of the next level of supervision.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – advanced principles, theory, techniques and practices of utility accounting; advanced utility financial reporting and budgeting; Generally Accepted Accounting Principles (GAAP); advanced analytical techniques; utility regulations, codes, and policies; administrative policies and procedures; principles and practices of sound personnel management and supervision.
- Skill in - computerized accounting systems; computer based spreadsheet, word processing, and presentation software.
- Ability to - implement, maintain, and improve advanced automated accounting systems and procedures; communicate effectively both orally and in writing with very strong reasoning, analytical, and interpersonal skills; prepare written reports and give effective oral presentations; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, employees of other agencies, auditors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: graduation from an accredited college or university with a degree in Accounting, Business Administration, Finance, or a closely related field, and four years of professional utility accounting experience, including one year at the supervisory level.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: CPA, CMA, CFA or MBA.